

## APPLICATION

### For a low-impact Event/activity to be held on Council's Public Land (Managed and Owned)

Prior to completing this application, refer [Council's Community Event Planning Toolkit](#).

The event/activity must meet the following base criteria:

- 1) Must be located on Council-owned land or land for which the Council has care, control or management.
- 2) Must be of no more than 3 consecutive days in length
- 3) Must be a temporary or one-off event
- 4) Must not involve the closure of any public roads.
- 5) Event (including set up and pack down) must take place only during the following periods:
  - a) 7.00am to 10.00pm on Monday, Tuesday, Wednesday, Thursday Friday or Saturday,
  - b) 8.00am to 10.00pm on Sunday.
- 6) Must NOT have complex infrastructure requirements:
  - a) Stage size of no more than 50m<sup>2</sup> and no more than 2m in height
  - b) Total area of the tents/marquees being used at the same time cannot have a greater floor area than 300m<sup>2</sup>

If you are planning an event outside of the above base criteria, you may be required to submit a Development Application and other statutory approvals obtained. You should contact Customer Service to discuss this process.

The completed application form and all required attachments must be lodged with Council a minimum of 21 working days prior to the event/activity. Council reserves the right to refuse an application that is lodged without sufficient notice or information.

Fees and charges apply, please refer to Council's website or contact the Business and Investment team to source a quote. Any bond will be refunded in the form of a cheque.

#### Please note:

Areas of Shellharbour City that are Crown Land are currently the subject of a Native Title Land Claim on behalf of the South Coast People. Specific approval is required for all events/activities that are proposed to be held on Crown Land while this Land Claim is being determined. Decisions concerning this approval can take up to 60 days. It is important that if you intend to hold an event on land subject to the Native Title Claim that you factor this approval process into your event planning. It is recommended that the form be submitted at least 60 days prior to the START of your event planning process.

Alcohol-Free & Prohibited Zones apply throughout the Shellharbour Local Government Area. Information relating to 'Alcohol-Free & Prohibited Zones' can be found on Council's webpage. If the event/activity is to be held within an Alcohol-Free Zone, the applicant must apply for the suspension which can only be approved pending a Council resolution. This will take additional time to organise.

For further information or assistance please contact Council's Business and Investment Team to discuss your event.

**1. Applicant**

Applicant name:  Position:

Mobile:  Email:

Organisation Name:

ABN/ACN:  Is your organisation Not for Profit?  YES  NO  
 If Yes, evidence of charitable or not for profit incorporated status must be supplied with this application

Address:

Select proposed number of attendees to the event/activity (including staff and volunteers)

- Small Scale up to 100 people
- Medium Scale 101-1000 people
- Large Scale – 1000 + people  expected number of attendees
- Major Event -  expected number of attendees

**2. Public Land (Venue, Location)**

The applicant is responsible to inspect the public land and to confirm suitability of the site for the proposed event/activity.

Lot:  Deposited Plan:  Suburb:

Name:

Do you require to hire a community centre or hall as part of the event/activity?

- No
- Yes - Refer to Council's website for a list of venues. A separate booking and fee, charge will apply.

- venue name

**A site plan must be submitted with the application form.** The Site Plan must show the following:

- Boundary of event/activity
- The proposed setup and its proximity to existing infrastructure and vegetation
- Entry and exit points
- Emergency evacuation areas
- Waste collection points (bins etc)
- Signs and banners
- Parking

Council's online mapping services can be accessed on [www.shellharbour.nsw.gov.au](http://www.shellharbour.nsw.gov.au)

Name of the event/activity:

Date(s) of the event/activity: From:  To:

Start times:  Finish time:

Set up:  Pack down:

Please describe the main purpose of the event/activity


Is the event/activity:

- Community event/activity                       Commercial                       Private

Other, please specify

**3. Erection of Temporary Structures**

No permanent structures are permitted. Do you propose to erect temporary structures on the site?

- No  
 Yes - Additional approvals may be required.

All temporary structures must be erected:

- A minimum of 3m from any boundary of the land (including the road reserve),
- A minimum of 2m from any footpath and cycleway.
- A minimum of 10 metres away from bushland areas and permanent structures.

In addition, all tents, marquees and booths must be erected so as to provide an unobstructed pedestrian circulation area at least 1.5m wide around the perimeter of the tent, marquee or booth, unless it is attached to or abuts a building with no separation.

Provide a description of proposed temporary structures, including dimensions:


**4. Marketing and Promotion**

Do you propose to market and promote the event/activity?

- No  
 Yes

Please describe your Marketing and Community Engagement Plan.


Do you proposed to use signage to advertise the activity?

- No  
 Yes

Please describe the advertising signage proposed to be used (including way finding signage, size and locations):


Depending on the scale of the event/activity, you may be required to:

1. Place an advertisement within a locally distributed paper
2. Send notification to adjoining/surrounding property occupants and businesses may be required to be undertaken via a letterbox drop.
3. Send notification to local police, ambulance and other authorities and services.

**5. Transport and Traffic Management**

A Traffic Management Plan (TMP) is required to be provided for events/activities with more than 101 attendees (i.e. Medium, Large and Major events). Council has the discretion to request a TMP for small scale events/activities. For tips on designing a TMP, refer to Council’s Event Toolkit.

The TMP may be required to be approved by Council’s Traffic Committee. This requires additional time in your planning cycle. Contact Council for advice on the timings of committee dates and how much time will be needed to assess the application.

Are you proposing to close a public road or stop and hold or re-direct traffic?

- No
- Yes, Road Affected

Between  and

Date from  am/pm

Date reopen  am/pm

Reason for temporary road closure

  
  

You are required to inform the local police of the proposed road closure. Please attach copy of the notification.

Are you requesting permission to take vehicles on to the land?

- No
- Yes, Type of vehicles:

Weight:

Is each vehicle comprehensively insured?

- No
- Yes

Please provide details of proposed parking for the event (this must be included within the site plan)

  
  

**Please note:** Not all Public land have access to services or the provision of amenities. The applicant is to

**6. Access to Services (Power , Water), Amenities and additional services (cleaning, mowing)**

confirm availability and suitability for the proposed use for the event/activity.

Is access required to Council’s Power Supply?

- Yes
- No, access to power is not required
- No, a generator will be used. Please contact Customer Services on 4221 6111 to check any restrictions that may apply

Type of generator

Is access required to Council's Water Supply?

- Yes
- No

**Please note:** Council has scheduled cleaning services, it is the applicant's responsibility to maintain the toilets and amenities during the event/activity. If additional cleaning services is required, this must be pre-arranged with Council (Council may not have the ability to provide this additional service), a fee for this service will apply in accordance with Council's fees and charges prevailing at the time. A quote may be provided.

Council advertises the mowing schedule on Council's webpage, if you require an additional mowing service, fees and charges will apply in accordance with Council's Fees and Charge prevailing at the time.

## 7. Waste Management and Sustainability Plan

The [Waste and Sustainable Event Management Plan](#) form must be completed and submitted with this application form. A copy of the form can be found on Council's website.

The public bins are not to be used, waste bins will need to be arranged by the applicant. Waste bin locations must be included on the site plan.

Please describe the waste minimisation management plan including reuse and resource recycling initiatives for your event/activity.


## 8. Noise Management

Events/activities can produce noise levels much higher than normal. A noise management plan is required for large and major events.

Please note: Electrically amplified sound equipment must not be used:

- i. Before 8am or after midnight on any Friday, Saturday or day immediately before a public holiday, or
- ii. Before 8am or after 10pm on any other day

Electrically amplified sound equipment means any electrical or battery powered device that can be used to make or amplify sound including television sets and home entertainment systems.

Is it proposed to set up, operate or use a loudspeaker or sound amplifying device.

- No
- Yes provide details


## 9. Fireworks

Refer to Council's website for alternatives to fireworks. Events/activities using fireworks will require a Fireworks Licence issued by NSW WorkCover. For further information visit [www.workcover.nsw.gov.au](http://www.workcover.nsw.gov.au).

Are fireworks proposed:

- No
- Yes , please provide evidence of Fireworks Approval from WorkCover

## 10. Amusement devices and stall holders/vendors

Are amusement devices or stalls proposed:

- No
- Yes provide details and include proposed location within site plan

**Please note:** Amusement rides/devices must have their own self-contained power source and must be registered under the Work Health and Safety Regulation.

Please provide a description of the amusement devices. Each stall holder will be required to provide evidence of Public Liability Insurance to the value of \$20M, registration details as required by legislation.

## 11. Food and Beverage

All food stalls/vendors must have approval from the NSW Food Authority and must comply with *NSW food Authority's 'Guidelines for food businesses at temporary events'*.

The applicant must ensure that each Food Stall and / or Mobile Food Van has notified their business details with the NSW Food Authority at [www.foodnotify.nsw.gov.au](http://www.foodnotify.nsw.gov.au). The event coordinator must obtain a copy of the Notification confirmation and keep this information for their records.

Please provide a list of all food and beverage stall holders:

Is Alcohol proposed to be served/sold at the Event/activity?

- No
- Yes

Alcohol-Free & Prohibited Zones apply throughout the Shellharbour Local Government Area. Information relating to 'Alcohol-Free & Prohibited Zones' can be found on Council's webpage [www.shellharbour.nsw.gov.au](http://www.shellharbour.nsw.gov.au) If the event/activity is to be held within an Alcohol-Free Zone, the applicant must apply for the suspension which can only be approved pending a Council resolution to approve the Suspension of the Alcohol Free/Prohibited Zones during specified dates and times. This will take additional time to organise and may not be approved.

If alcohol is to be served, appropriate NSW Liquor Licences are required through the Office of Liquor, Gaming and Racing (OLGR). Please contact OLGR for further details.

For more information, please contact Council's Community Safety Officer on 42216 111.

## 12. Work, Health and Safety, Insurance

### Work Health and Safety

The applicant has a duty of care to provide a safe environment in which staff, volunteers, performers and contractors can work and participants whom attend the event or partake in the activity.

The provision of qualified first aid officers and facilities is essential and critical to any event/activity. The number of first aid posts required depends on the size of the event/activity.

The following safety plans are to be submitted with this application:

- A Risk Management Plan
- Emergency Evacuation Plan
- Emergency Response Plan (ERP) (water based events)
- Public Health Safety Plan (e.g COVID19 Safety Plan)

For events/activities **with more than 101+** attendees (\*) you must:

1. Delegate a Safety Coordinator, who must be on site at all times during the event/activity, be contactable by mobile phone and be responsible for liaising with all of the relevant authorities.

Safety Coordinator:  Mob. Phone No:

Alternate contact:  Alternate Mob No:

2. \* provide security if the event/activity is proposed to finish after sunset

Security Contractor:

Licence No:  Contact No:

Number of security personnel to be on site:

3. Complete the Crowded Places Self-Assessment Tool. Refer to [www.nationalsecurity.gov.au](http://www.nationalsecurity.gov.au)

### Public Liability Insurance:

Any use of council land must be accompanied with the appropriate Public liability. In this regard, the applicant must have a Public Liability Risk Policy to a minimum value of \$20M prior to the event/activity date. We ask that Shellharbour City Council be noted as an interested party on the relevant insurance certificates being provided. The period of the policy must cover the period of the event/activity including set up and shut down. This is required to secure the interest of the applicant and Council against any claims, which may be made as a result of the use Council land (owned and managed). A copy of the Certificate of Currency for Public Liability must be submitted with this application. This requirement also extends to all contractors engaged for the event/activity including but not limited to amusement devices, fireworks displays and all stall holders.

**Please note:** Council reserves the right to request more than \$AUD 20 million public liability insurance cover depending on the scale of the activity. Council reserves the right to request additional, specific insurances for activities considered to be high risk.

## 13. Commercial Filming

Is filming proposed to be conducted at the Event/activity?

- No  
 Yes

## 14. Balloon Release

The updated Sustainable Events Management Policy adopted by Council in early June 2016 prohibits the release of balloons at all events held on public land. A copy of the policy is available on Council's webpage [www.shellharbour.nsw.gov.au](http://www.shellharbour.nsw.gov.au)

## 15. Declaration

- I declare that all of the information I have supplied is to best of my knowledge, true and correct.
- I understand that if the information I've provided is incomplete, my application may be delayed, rejected or more information may be requested.
- I acknowledge that if the information I've provided is misleading, any approval granted may be voided.
- I accept that other applications may be required in accordance with statutory requirements.
- I understand that this application and approval is not guaranteed.

Applicant's Signature:

Date:

## 16. Attachments

- Site Plan
- Transport and Traffic Management Plan (TMP)
- Noise Management Plan (large, major events/activities)
- [Sustainable Event Management Plan](#)
- Risk Management Plan
- Emergency Evacuation Plan
- Emergency Response Plan (ERP)
- Public Health Safety Plan (e.g. COVID19 Safety Plan)
- Public Liability Insurance
- Notification to Local Police and Ambulance
- Fireworks approval (if applicable)
- Liquor licence (if applicable)

## 17. Lodgement of Application

You can lodge your completed application, and attachments, in person at Council's Administration Building, Shellharbour Civic Centre, 76 Cygnet Avenue (Cnr Cygnet & College Avenue) Shellharbour City Centre or alternatively email [council@shellharbour.nsw.gov.au](mailto:council@shellharbour.nsw.gov.au)

Mail: Shellharbour City Council  
Locked Bag 155  
SHELLHARBOUR CITY CENTRE NSW 2529

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